

TIME PAYMENT PLAN REQUEST – WEB

Defendant's Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone #: _____

Citation No(s): _____

Date of Birth: _____ DL# _____

I request a time payment plan on the following citation(s) and offense(s) listed below. I understand \$100.00 down payment is required with this request.

Citation #

Offense

I the above named Defendant do hereby enter my plea of Guilty/No Contest and waive my right to jury trial. I understand that I have a right to a jury trial and that my signature on this **plea of nolo contendere** will have the same force and effect as a plea of guilty on the judgment of the Court. I understand that my plea may result in a conviction appearing on either a criminal record or a driver's license record. I acknowledge receipt of this order and understand the provisions of this order and represents and agrees that he/she has the ability to fully comply with this order. **I have been made aware of my option to view all documents and evidence in my case, excluding those documents ordered withheld by a Court of proper jurisdiction and I decline to review the documents and evidence in my case.** I further understand and agree that it is my responsibility to inform the court of any address change and/or financial situations that may hinder my ability to satisfy the judgment or any other order of the court. I am expected to pay a minimum of \$100 down with this request for time to pay.

Defendant's signature

Date

If the Defendant fails to comply, a **capias pro fine warrant** may be issued for the Defendant's arrest for the remaining amount of the fine and costs and a \$50 warrant fee. If it becomes delinquent by 60 days or more, this case will be turned over to a collection agency and an additional 30% fee will be assessed.

Payment Information:

1. Mail payment to: **1938 S. Hampton Rd., Glenn Heights, Texas, 75154.**
2. \$100.00 IS DUE WITH THIS REQUEST. (If your case is an active warrant, YOU must contact the court for more information). Requests that are incomplete OR do not include the minimum \$100 fee will not be processed. Payment will be due in full immediately.
3. You will receive a copy of your payment agreement and receipt for payment.
4. The court accepts: cash, money orders, Mastercard and Visa payments **must** be made at the court window With proper identification.